

STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE



BOARD MEMBERS

W. TOWNSEND ANDERSON

BILL DALTON

LYNN DUNCAN

LARRY HASSELL

RAY MAPLES

SHEILA SWEARINGEN

CHARLES TRAUGHBER, CHAIRMAN

2002 - 2003
ANNUAL REPORT



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
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NASHVILLE, TENNESSEE 37243-0850 (615) 741-1673

November 5, 2003

The Honorable Phil Bredesen, Governor
The Honorable General Assembly, State of Tennessee
State Capitol
Nashville, Tennessee 37243

Governor Bredesen and Members of the General Assembly:

Pursuant to Tennessee Code Annotated 4-4-114, the Tennessee Board of Probation and Parole hereby transmits its Annual Report to you for fiscal year 2002-2003.

Our mission is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders, at the least possible cost to the taxpayers.

Board Members must determine whether a felony offender may be paroled and supervised in the community as opposed to being incarcerated within the Department of Correction or a county correction facility for the full term of his or her sentence. Our Field Services Division monitors and supervises offenders who have been granted parole, and likewise felony offenders who have been placed on probation by Criminal Courts throughout the State. Our agency also provides oversight for the statewide Community Corrections Grant Programs.

Additionally, the Board has been designated by the Governor to review all clemency requests using specific criteria established by the Executive office. The Board, in hearing clemency cases, submits non-binding recommendations for consideration by the Governor.

As of June 30, 2003, there were 7,987 parolees and 36,611 probationers under the supervision of the Board within the community. Community supervision has an average cost of \$2.61 per day for each offender as opposed to the FY 2002-2003 average cost of incarceration at \$49.56, including medical costs, per day for each offender. Our agency had 968 positions in FY 2002-2003 with a budget of \$48,337,400, including Community Corrections grant dollars.

FY 2002-2003 was highlighted by our continued effort to create Community Safety Collaborative in communities throughout the State and the completion of our statewide computer automation and networking project. We will continue seeking ways to make our Agency more efficient and cost effective in the coming fiscal year.

The Board expresses its sincere thanks to the members of the Executive and Legislative branches for their continued support and oversight. For their hard work and commitment we give a very special thanks to the Probation and Parole Board staff, which enables us to carry out our mission.

Respectfully Submitted,

Charles M. Traugher
Chairman

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Historical Overview

- 1929** Act passed authorizing a parole system and indeterminate sentencing for adult offenders and created the Advisory Board of Pardons.
- 1931** Advisory Board of Pardons created a system for parole eligibility.
- 1937** Act created Board of Pardons and Paroles; appointments made by the Governor and the Board chaired by Commissioner of the Department of Institutions and Public Welfare.
- 1955** The Department of Institutions and Public Welfare changed to the Department of Corrections.
- 1957** Act established the Division of Juvenile Probation.
- 1961** Act established the Division of Adult Probation and Parole.
- 1963** Major changes in Board of Pardons and Paroles five member part-time Board; first black appointed.
- 1970** Act passed changing Chair of the Board of Pardons and Paroles from Commissioner of the Department of Corrections to being elected by Board Members.
- 1972** Act passed changing the Board of Pardons and Paroles to three members who were full-time professionals with the Chair appointed by the Governor.
- 1978** Board of Pardons and Paroles expanded to five full-time members.
- 1979** "Pardons and Paroles Reform Act of 1979"; removed the Board of Paroles from the Department of Corrections, creating a separate and autonomous full-time Board. Parole officers and support staff were placed directly under the supervision of the Board, through an Executive Director and Director of Paroles.
- 1985** Emergency Powers Act passed to alleviate overcrowding. Board directed by Governor to reduce release eligibility dates of inmates sufficient to enable Board to release enough inmates to reduce population to 90% capacity.
- 1989** Act passed expanding Board from five to seven members. Created limited internal appellate review upon denial, revocation or rescission of parole.
- 1989** Criminal Sentencing Reform Act passed. Altered the sentencing and parole eligibility for all crimes.
- 1992** TOMIS project implemented.
- 1997** Legislative changes which increased the number of votes necessary to finalize parole grant decisions involving the most serious criminal offenses. Interstate Compact also strengthened by applying stricter standards on acceptance and supervision of out-of-state offenders supervised by Tennessee.
- 1999** Legislation created "The Board of Probation and Parole", merging the division of Adult Probation from the Department of Correction (TDOC) with the Board of Paroles, and placing the Community Corrections grant programs under the Board's oversight.
- 2002** New Interstate Compact on Probation and Parole was enacted by the General Assembly, which allows for supervision of adult offenders by participating states.

Organization

The Board of Probation and Parole is a full time and independent Board composed of seven Members appointed by the Governor. The Board is charged with the responsibility for deciding which felony offenders will be granted parole and released from incarceration to community-based supervision. Along with the supervision of those granted parole, the Board is also responsible for supervising felony offenders who are placed on probation by Criminal Courts (TCA 40-28-103).

The administrative duties and responsibilities of the Board are to establish criteria for granting and revoking parole; to develop and adopt the planning document, annual budget, staffing plan, and policy and procedure; to visit correctional institutions and maintain contact with criminal justice agencies and agency field staff; to participate in regional, federal and local criminal justice planning efforts (TCA 40-28-104).

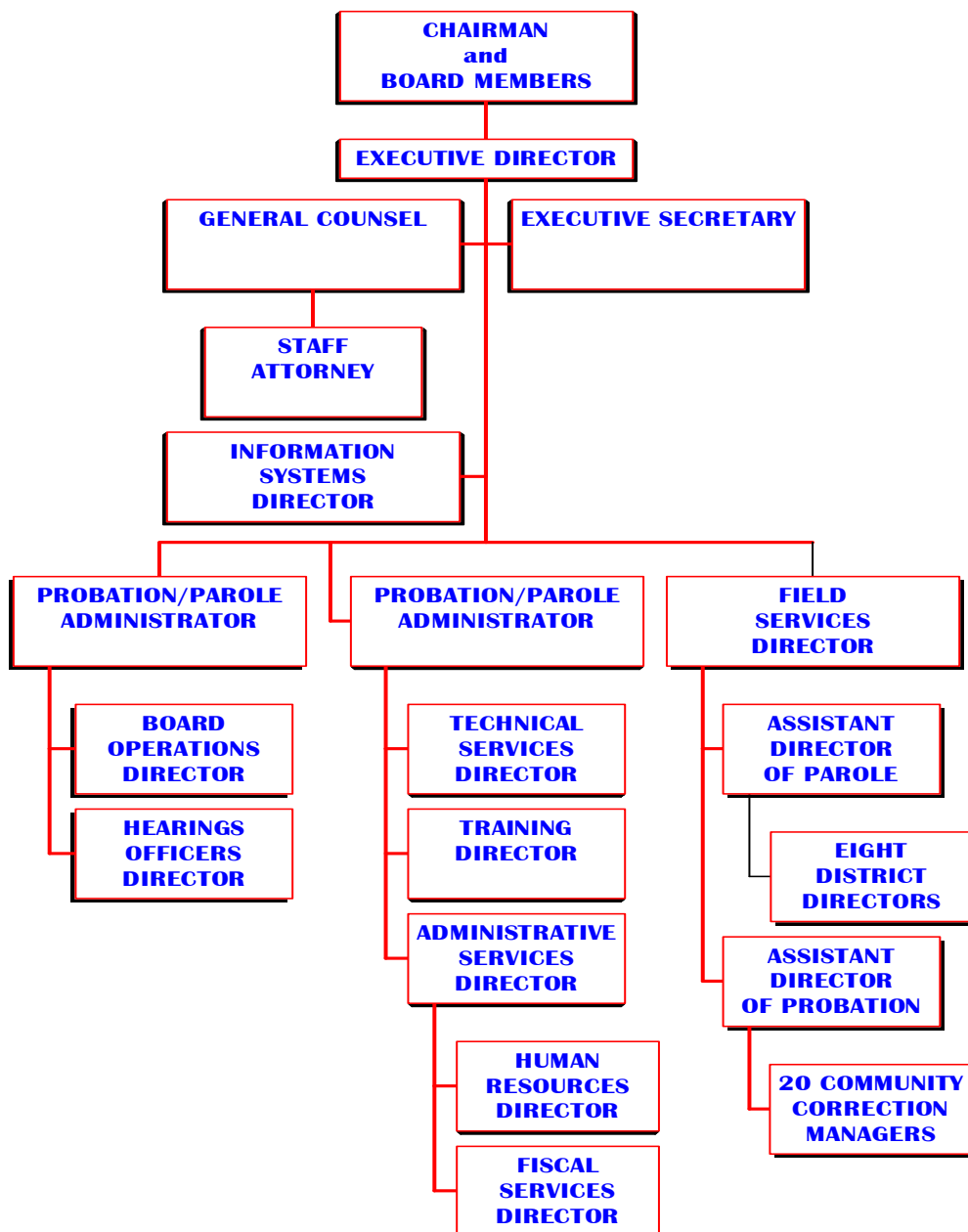
The Executive Director has the responsibility to direct the day-to-day operations of the agency and assist the Board in the development and implementation of policies, procedures, planning, budgets and reports. The Executive Director also has responsibility for recruitment and supervision of staff and for developing and maintaining communication and cooperation between the Department of Correction and the Board (TCA 40-28-104).

To manage the agency and its functional responsibilities, the agency is divided into nine operating divisions:

1. Board Members and their support staff
2. Hearings Officers
3. Board Operations
4. Field Services
5. Administrative Services
6. Technical Services
7. Information Systems
8. Training
9. Legal Services

The Management Advisory Committee (MAC) includes the Executive Director, two Probation and Parole Administrators who assist the Executive Director, a General Counsel, Director of Field Services and a Director of Information Systems. MAC provides senior level of management for the agency. Each Probation/Parole Administrator assisting the Executive Director has responsibility for several divisions; one supervises Administrative Services, Training and Technical Services and the other oversees Board Operations and the Hearings Officer divisions.

Tennessee Board of Probation and Parole Organizational Chart





BOARD MEMBERS AT WORK

Board Members

CHARLES TRAUGHBER, CHAIRMAN

He started his criminal justice career as an institutional counselor in the Department of Correction in 1969. In 1972 he was appointed Chairman of the Board of Probation and Parole and served until June 1976. He served as a member of the Board from 1976 until July 1977, when he was re-appointed Chairman and served in that capacity through June 1979. He again served as a member until December 1985. From that date until December 1987 he served as a consultant with a private correctional company. He was re-appointed Chairman of the Board of Probation and Parole in January 1988 and has served as Chairman since that date. He was re-appointed to six-year terms on the Board in 1994 and again in 2000. Mr. Traughber is a graduate of Tennessee State University. He is a member of the Tennessee Correctional Association, the American Correctional Association, and has served as vice-president, and Chair of the Council of Chairs of the Southern Region of the Association of Paroling Authorities, International. He has served on the Tennessee Sentencing Commission and the Juvenile Justice Commission, Southern Regional Vice-President for the Association Paroling Authorities International (APAI), and on various committees addressing prison capacity issues.

WILLIAM TOWNSEND (TOWNIE) ANDERSON

He was appointed to the Board of Probation and Parole, January 1, 1998. He attended Maryville College and the Institute for Financial Management at Harvard University. He served in the United States Air Force. Mr. Anderson has served the State of Tennessee as Tennessee State Representative, Assistant Commissioner for the Tennessee Department of Transportation, and Deputy Commissioner of the State of Tennessee Department of Financial Institutions. Mr. Anderson was in the banking industry for twenty (20) years and in the crushed stone industry for twelve (12) years. He is a former Rotarian in Lexington, Kentucky and Maryville, Tennessee. Mr. Anderson has served as Director and Treasurer of Blount County United Way, Director and President of the Blount County Boys Club, Director of More Blount Jobs, Inc., Director of Historical Sam Houston Schoolhouse Association, and Director of YMCA Camp Montvale.

BILL DALTON

He was appointed as a member of the Board of Probation and Parole, effective April 1, 2000. He came to the Board from the Tennessee Department of Correction, where he served as Assistant Commissioner of Administrative Services from February 1994 until his appointment to the Board. As Assistant Commissioner, his responsibilities included overseeing the divisions of Information Systems, Sentence Management, Centralized Maintenance, Engineering, Fiscal, Personnel, and Budget. Mr. Dalton attended Young Harris College and Middle Tennessee State University.

LYNN DUNCAN

She was appointed to the Board of Probation and Parole effective July 25, 2002. She has served on the Board of Directors of the Boys and Girls Clubs, Helen Ross McNabb Center, Beck Cultural Exchange Center, and the National Advisory Committee for Juvenile Justice. She is the former Vice Chairman of the Knox County Republican Party. Mrs. Duncan is an active member of the Cedar Springs Presbyterian Church and is active in the community. She graduated from Leadership Knoxville. She served as loan officer for the United Way and has served on the Board of Missions to North America. She served as Chairman for three years at the Knoxville Christian Women's Club. Prior to her appointment to the Board of Probation and Parole, Mrs. Duncan was Director of Government Relations, Boys and Girls Clubs of America.

LARRY HASSELL

He was appointed to the Board May 1, 1996. Prior to his appointment to the Board he was in automobile sales and is former owner of Memphis Motors, a retail and wholesale auto dealership in Memphis. He served in the United States Coast Guard and the Tennessee National Guard. Mr. Hassell is a graduate of Yorkville High School and attended Bethel College and the Memphis Police Academy.

RAY MAPLES

He was appointed to the Board December 17, 1996. He is retired from the Memphis Police Department, where he served for 27 years. He served as President of the Memphis Police Association from 1980 until his retirement in 1994. He is a founding member of the Law Enforcement Alliance of America and served on the Board of Directors for Neighborhood Watch, Inc. He was selected in 1992 to serve as chairman of the Law Enforcement Committee. He also served in the United States Army National Guard.

SHEILA HOLT SWEARINGEN

She was appointed to the Board, effective January 1, 1998. She served the State of Tennessee as a Probation Officer and probation manager with the Department of Corrections and Youth Development from 1976 until her appointment to the Board. Mrs. Swearingen received a Bachelor of Science degree in Social Science at Union University.



EXECUTIVE DIRECTOR (RIGHT) AND THE CHAIR'S STAFF PERSON



THE BOARD'S STAFF



LEGAL DIVISION

Statistical Highlights FY 2002-03

PAROLE HEARINGS

12,361	Grant Hearings
6,532	Initial Parole
5,829	Parole Review
26.2%	Granted Parole
3,255	Grants of Parole
1,837	Revocation Hearings
93.6%	Revoked and Re-incarcerated
1,833*	Individuals Revoked and Re-incarcerated (*some individuals had more than one hearing during fiscal year)
396	Rescission Hearings (Pre-and Post-Parole)
377	Pre-Parole Rescission
19	Post-Parole Rescission
340	Individuals Rescinded
14,594	TOTAL Parole Hearings Held FY 2002-03

OFFENDER POPULATION

7,987	Parolees (June 30, 2003)
36,611	Probationers (June 30, 2003)
5,774	Community Corrections (June 30, 2003)
50,372	TOTAL

PROGRESSIVE INTERVENTION (ACRC)

1,099	Parolees referred to Progressive Intervention
526	Probationers referred to Progressive Intervention
1625	Total Referred
1,157	Interventions Successful (resulting in no revocation)
\$19,672,491	Annual Cost Avoidance (by not revoking and re-incarcerating)

RECIDIVISM

25%	Parole Recidivism Rate [number of parolees revoked and re-incarcerated divided by parolee population ending date of fiscal year]
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REPORTS AND RELEASE PLANS

13,427	Investigative Reports Completed
4,551	Release Plan Investigations

FEE COLLECTION

\$3,644,126	Supervision and Diversion
\$2,643,953	Criminal Injuries Fund
\$6,288,079	Total Fees Collected

Data Sources: jun03monthlynb.xls—finalized cases and HRNGS, POP, CERT, WARR and Technical Services, June 30, 2003, Fiscal Services and Field Services.

Statistical Summary

This summary presents noteworthy statistics about Board of Probation and Parole activities throughout the just completed fiscal year (FY) 2002-2003. In addition to making parole decisions, the Board supervises adult felons released into the community on probation or parole. The information below cites characteristics of the offenders supervised.

Probationer and Parolee Profile

In FY 2002-03 the majority of the offender population, 79.4%, was male. Males comprised 77.6 % of probationers and 87.6% of parolees. In terms of race, just under half of the total, 40.9%, was African-American, with 38% of the probationers, and 53.9% of the parolees being African-American. The mean (average) age of the offenders was 34.7 years, being 33.9 years for probationers and 37.9 years for parolees.

CENSUS

Probation: The statewide FY 2002-03 year-end probation census was 36,611. That continued a two year trend of growth. The census was 35,000 for FY 2001-02 and 33,459 for FY 2000-01. From July, 2001 through June, 2003 this represents growth of ten per cent.

Parole: The statewide FY 2002-03 year-end parole census was 7,987. The census was 7,837 for FY 2001-02 and 8,072 for FY00-01. From July, 2001 through June, 2003 this represents net growth of two per cent.

RACE

Probation: The racial composition of Tennessee's probation population did not show a substantial change between fiscal years. There still remain gaps between white, African-American and "other probationers with FY 2002-03 reporting 13,916 black, 21,828 white and 867 for other, whose race may be unknown. Likewise in FY 2001-02 there were 13,603 black, 20,642 white and 755 for other or unknown. And in FY 2000-01 the pattern was similar with 13,193 black, 19,581 white and 685 other or unknown, reported.

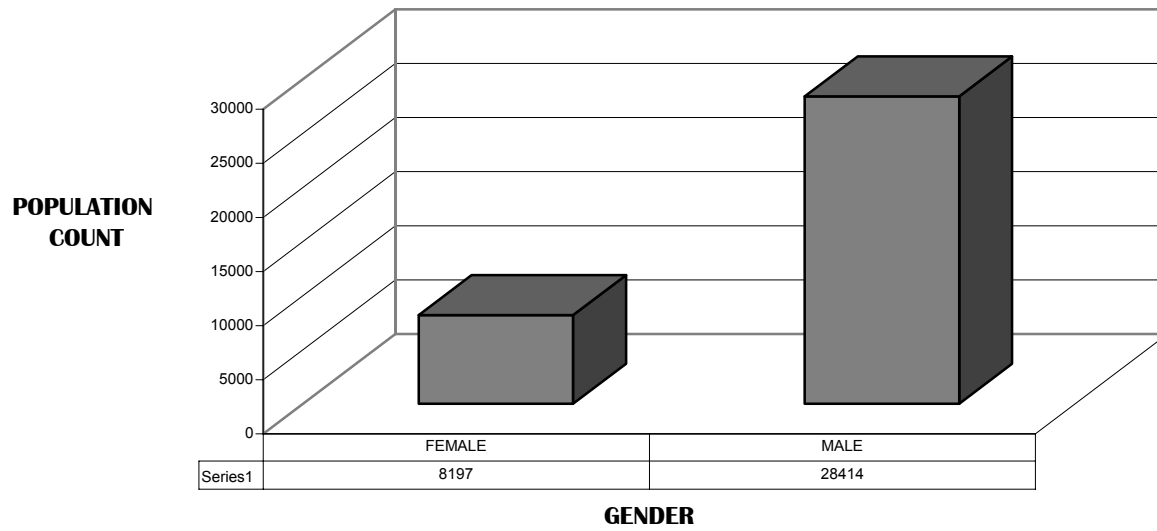
Parole: Tennessee's parole population by race fluctuated slightly more during the last three fiscal years. There were 4,305 African-American, 3,560 white and 122 other (or race unknown), parolees reported in FY 2002-03. This is an increased number of African-American parolees over FY 2001-02 when there were 4,263 reported, with 3,464 white and 110 other or unknown. In comparison FY 2000-01 had 4,502 black, 3,488 white and 82 other or unknown.

GENDER:

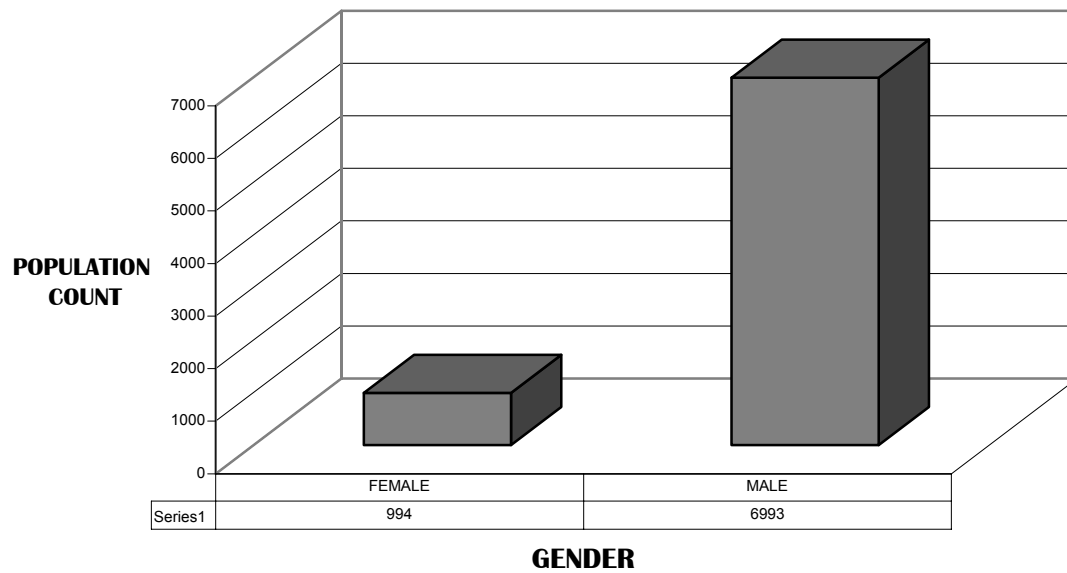
Probation: The probation population, including males and females, has increased during the last three fiscal years, although relative distribution has remained fairly constant. The respective gender populations were as follows: FY 2002-03 reported 8,197 females, 28,414 males. FY 2001-02 recorded 7,839 females and 27,161 males. And in FY 2000-01 the numbers were 7,362 female and 26,097 male.

Parole: The parole population counts have increased for females each of the last three fiscal years, but decreased for males one of those years. Each period the respective numbers were as follows: FY 2002-03 - 994 female and 6993 male; in FY 2001-02 - 917 female and 6,920 male; and in FY 2000-01 - 909 female and 7,163 male.

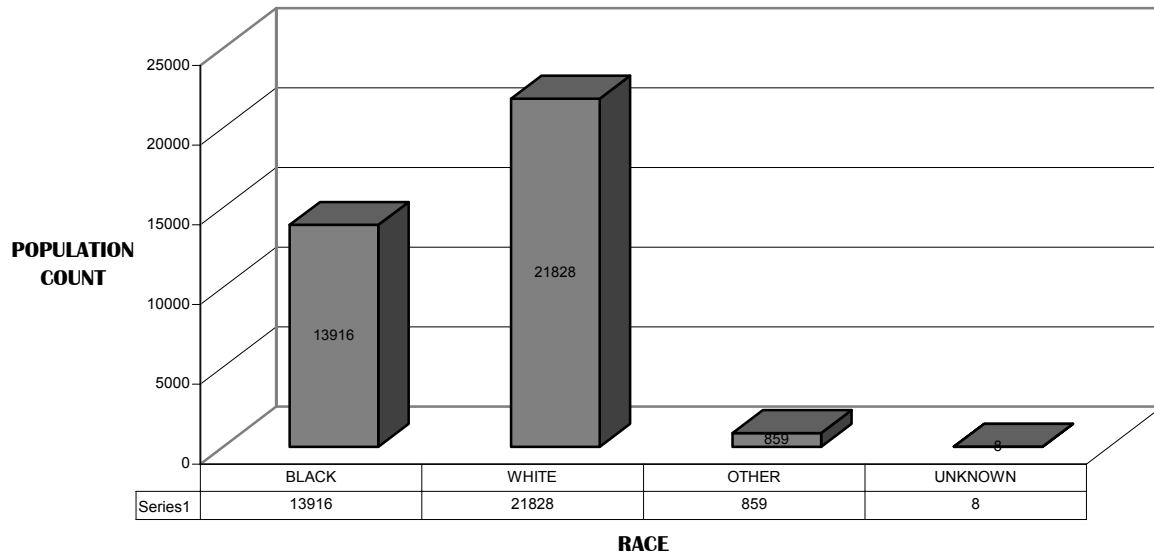
Probation Population By Gender FY 2002 - 2003



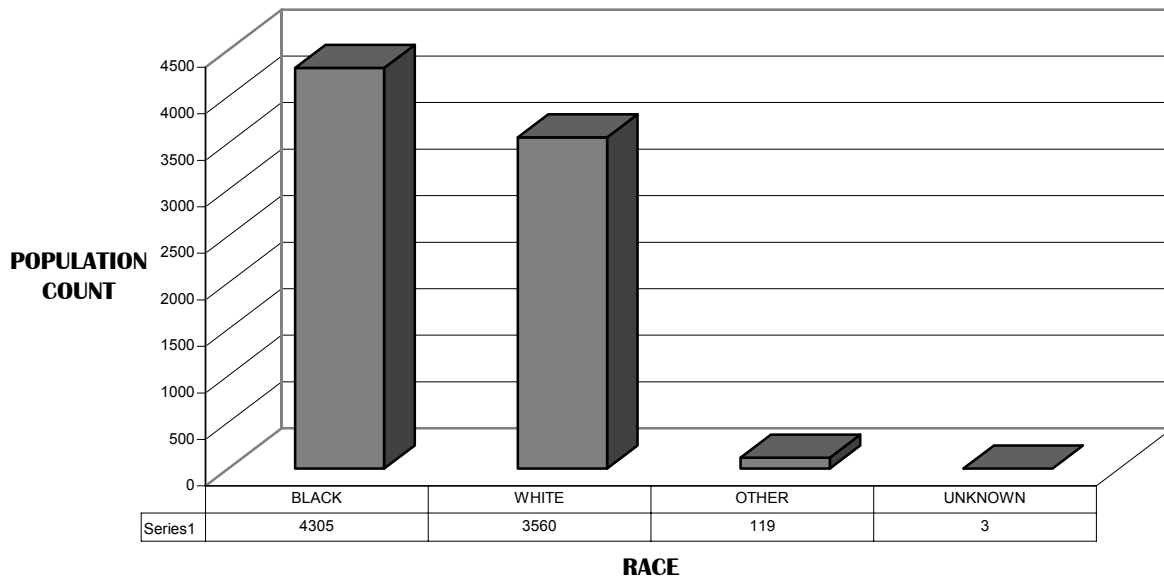
Parole Population By Gender FY 2002 - 2003



Probation Population By Race FY 2002 - 2003



Parole Population By Race FY 2002 - 2003





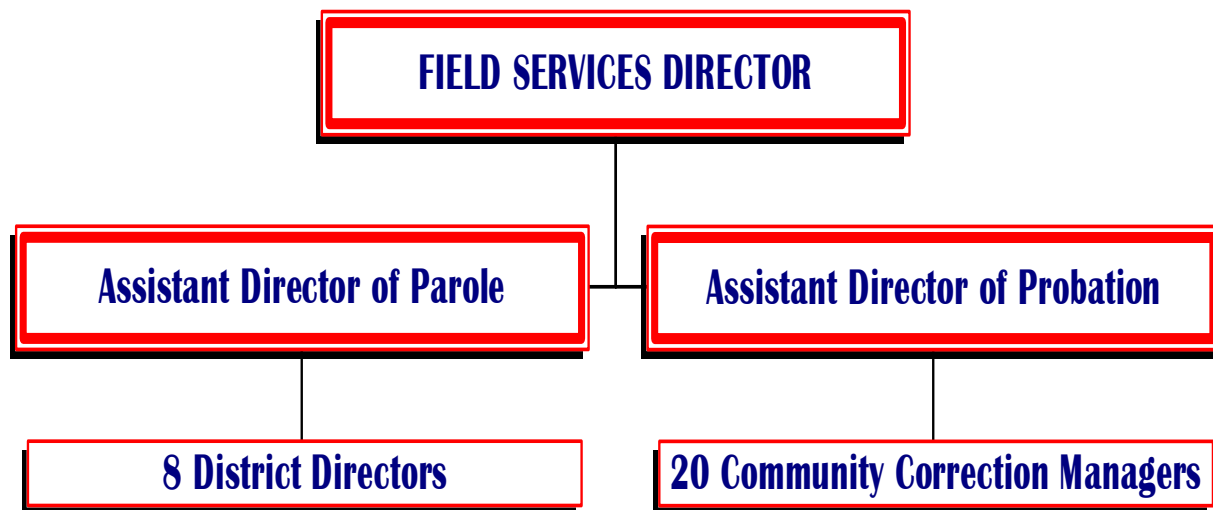
CENTRAL OFFICE FIELD SERVICES STAFF

The mission of the Division of Probation and Parole Field Services is to supervise and facilitate the reintegration of probationers and parolees into the community. This mission is a component of the agency's overall mission to minimize public risk and promote the lawful behavior by prudent, orderly release and community supervision of adult felons at the least cost to taxpayers.

ORGANIZATION

The State Director of Probation and Parole supervises the Field Services Division of the Agency. This division is structured with eight Directors in eight district offices, each serving a designated number of counties within their district. In addition to the district offices, there are thirty-seven field offices.

The District Directors have responsibility for the overall supervision of staff within their respective districts. Probation and Parole Officers designated as Supervisors have immediate supervision over the Probation and Parole Officers. Clerical and support staff is also located within the established offices.



COMMUNITY COLLABORATION AND PARTNERSHIP

Community Safety Collaboratives are underway in all parts of the State. The community collaborative and partnership is an agreement intended to create a formal day-to-day, working relationship between police law enforcement and the Probation/Parole Officer. The overall goal of that relationship is to provide effective supervision of probationers and parolees through information sharing, case management, and enhanced supervision. Safety collaboratives are in place in Knoxville, Chattanooga, Nashville, and Memphis. Other areas are currently developing safety collaboratives. One of the major objectives of a community collaborative is offender accountability.

The goals of the partnership are accomplished by:

- ◆ Establishing an offender identification card process. Offenders are photographed and an identification card is made. The offender is required to carry it at all times and present it to law enforcement during any contact.
- ◆ Delivering enhanced treatment services to offenders.
- ◆ Sharing information about probationers and parolees via computerized exchange to assist the reintegration of offenders into the community.
- ◆ Assisting in the development of progressive sanctions, including community service, for violations of probation or parole conditions, and making use of alternative sanctions on an ongoing basis.
- ◆ Participating in the development and delivery of training for police and Probation/Parole staffs who participate in the joint supervision teams.
- ◆ Assigning of Probation/Parole Officers geographically, matching the assignment of local law enforcement. In conjunction with a ride-along program, this enhances inter-agency cooperation at the line level.
- ◆ Geo-mapping the housing location of offenders in order to manage the population and make threat assessments.

RESOURCE CENTERS

The Agency mission and vision statements encompass the concept of coupling offender treatment services and offender accountability. In order to be successful in carrying out the mission and vision statements, both components must be in place. Therefore, offender resource centers have been established, or are in the process of being established, across the state.

Centers are established within existing office spaces, providing services beyond basic supervision to offenders and serving as an outreach mechanism to local communities. Staff and volunteers deliver services such as cognitive behavioral modification, classes, parenting classes, computer skills, English as a second language, and employment readiness services. No additional funding is required because of a redirecting of current resources.

Additionally, a newly implemented offender risk and needs assessment process will enable better identification and tracking of the service delivery by resource centers and by social service providers.

DUTIES OF PROBATION AND PAROLE OFFICERS

The duties of Probation/Parole Officers are to supervise and monitor the conduct, behavior, and progress of probationers and parolees assigned to them for supervision. They also report to the Court and to the Board on the progress of probationers and parolees, and perform such other duties and functions as the Board may direct. Violation of any of the conditions of parole is a potential cause for revocation or other sanctions ordered by the Board. Probation/Parole Officers report violations of parole to the Board and may make recommendations about what action should be taken. Likewise, any violation of the conditions of probation is a potential cause for revocation or other sanctions by the Court.

INSTITUTIONAL PROBATION AND PAROLE OFFICERS

The Institutional Probation/Parole Officer (IPPO) acts as an on-site liaison between the Board, Department of Correction Adult Institutions, and jails, to ensure that information needed by the Board is gathered. The IPPO provides information about parole policies and procedures to institutional staff and offenders, coordinates the approval of parole release plans, and participates in pre-release programs.

OFFENDER TREATMENT SERVICES

The Field Services Division is focusing on establishing collaboration and partnerships with service providers statewide. These partnerships include data sharing, geo-mapping, geographic assignments, issuing offender identification cards, field interviews, ride-along-programs and inter-agency agreements as established in Knoxville, Chattanooga, Nashville, Jackson and Memphis. Partnerships have progressed to establishing supervision teams and a network of service providers. Probation/Parole Officers are working together with local law enforcement and service providers to identify the needs of a given offender and the availability of services for that offender. This process is proven to enhance protection of the community and public safety, and it improves service delivery to the offender.

INTERSTATE COMPACT AGREEMENT

The *Interstate Compact Agreement* for the supervision of parolees and probationers was established to provide for the orderly transfer of supervision of parolees and probationers between different state jurisdictions. All fifty states, Puerto Rico and the Virgin Islands are members. The two primary goals of the compact are community protection and the rehabilitation of the client. Community protection involves regulation of travel, supervision of the offender, and returning the offender to the sending state upon violation.

COMMUNITY SERVICE WORK PROJECT PROGRAM

The Work Project Program was established by legislative action in 1984 and funded in 1985, as a special condition attached to the probation certificate requiring probationers to complete a specified number of work project hours in the community at no expense to the public. Community service work is done for non-profit and governmental agencies. Parolees are also sometimes ordered to perform community service as an intermediate sanction for technical violations in lieu of incarceration. Each District Director appoints a Work Project Coordinator who is responsible for developing placement opportunities and supervising the offender's community service performance.

Officers are responsible for making the appropriate community service assignment for the offenders and monitoring offenders to ensure that the offenders are reporting to the agencies as agreed. Placements are with a wide variety of non-profit agencies, as well as government agencies. During FY 2002-03, Board of Probation and Parole offenders performed 209,416 hours of community service, which at an estimated value of \$6.00 per hour represents a value of \$1,256,496 of services to the citizens of Tennessee.

DETERMINATE RELEASE PROBATION

According to TCA 40-35-501, offenders given felony sentences of two years or less are placed on mandatory determinate probation after serving thirty percent of his or her sentence. The offender is released on that probation status ten days after the District Attorney, Sheriff, and Warden, respectively, have been notified, and if no petition objecting to the release has been filed. During FY 2002-03, the Board of Probation and Parole received 2,290 offenders on determinate release probation.

TECHNICAL VIOLATOR "BOOT CAMP" PROGRAM

According to TCA 29-206, upon successful completion of the *Special Alternative Incarceration Program*, located in Wayne County, an offender is released to probation supervision for the remainder of his sentence. These sentences include property offenses, resulting in sentences of up to six years, and drug offenses up to twelve years. The program was designed to assist in providing more space in state institutions for more serious and violent offenders. The Technical Violation Program is used for probation and parole offenders who have violated supervision rules other than by committing new offenses. During FY 2002-03, the Board had an intake of 152 offenders through these programs.

ENHANCED (INTENSIVE) PROBATION

The intensive probation program was established by policy in 1986 as an alternative to incarceration for nonviolent offenders. Offenders are placed in highly structured programs, and are supervised and monitored more often than regular probationers. Supervision includes the following: random drug screens, electronic monitoring, curfew checks, home visits, and monitoring any court-ordered special conditions. Home visits occur at night and on weekends. Once the offender successfully completes the program, he or she is moved to regular probation programming for any remaining period of supervision. Probation offenders may also be moved into the program by judicial order from regular probation as an alternative to incarceration for a probation violation. During FY 2002-03, the Board of Probation and Parole provided supervision for 976 intensive offenders.

INVESTIGATIVE REPORTS

TCA 40-35-205 authorizes Probation/Parole Officers to prepare and submit a variety of investigative reports. Pre-sentence reports are submitted to the criminal courts to assist them in determining sentence and range of punishment for offenders and to determine eligibility of offenders for probation or diversion. Classification reports are prepared and submitted to the Tennessee Department of Correction to assist in determining the appropriate placement of offenders within state institutions. Probation/Parole Officers also prepare release plan investigations to provide relevant information to the Parole Board when considering offenders for parole. During FY 2002-03, officers completed 13,427 investigative reports and investigated 4,551 release plans.

VOLUNTEER PROGRAM

Volunteers are a significant and vital part of the probation and parole system. Each District Director appoints a staff member as a Volunteer Coordinator to recruit, manage and monitor volunteers. The volunteer coordinator is responsible for planning, recruiting, interviewing, orienting, training, and placing volunteers in specific jobs. The coordinator serves as a liaison between the community and the Agency, BOPP staff and the volunteers, and the volunteers and the offenders. Volunteers may perform services in any area of probation and parole where needs are identified. Roles volunteers perform include caseload assistant, advisory board members, clerical, etc. Volunteers gain satisfaction for their efforts by being people who are helping people.

GROUP REPORTING

Group reporting can be a valuable tool for Probation/Parole Officers in case management. Use of group reporting maintains supervision through face-to-face contacts with low risk offenders while efficiently managing the Officer's time. This allows the Officer to devote more time and attention to higher risk offenders, thereby enhancing public safety without reducing the level of supervision given other offenders. Thus the Probation/Parole Officers can continue delivering appropriate and effective levels of supervision even when caseloads are increasing.

OFFENDER FEES COLLECTION

The Field Services Division collects fees from eligible probationers and parolees according to TCA 40-28-201. The fees are set at a maximum of \$45 per month based upon income level and hardship factors as specified by the statute. The fees are paid into three separate funds: *Supervision and Rehabilitation*, *Diversion*, and *Criminal Injuries Compensation*.

The *Supervision and Rehabilitation Fund* is utilized to offset the cost of offender supervision, and by law may be used to fund staff positions, training, and equipment, and offender treatment, for the Agency. The *Diversion Fund* is revenue to the Agency, and helps fund the budget. The *Criminal Injuries Compensation Fund* is operated under the auspices of the State Attorney General's Office, and provides financial relief to crime victims or their next of kin for expenses incurred as a result of violent crime. In FY 2002-03 the agency collected \$6,288,078.55 in fees. Of that \$3,644,125.84 was deposited to *Supervision and Rehabilitation* or *Diversion* funds, respectively, and \$2,643,952.71 to the *Criminal Injuries Compensation Fund*.

COMMUNITY CORRECTIONS

In 1985, a special legislative session for correctional issues created the Community Corrections grant programs to reduce prison overcrowding. Community Corrections diverts felony offenders from the prison system and provides necessary supervision and services to the offenders. The goal is to reduce the probability of criminal behavior while maintaining the safety of the community.

The Community Corrections programs, in their respective locales, offer increased sentencing options to local Courts, assist victims, and provide public services to local governments in a cost effective manner. Through these grant programs, Tennessee taxpayers avoid paying the high cost of jail or prison for non-violent offenders. The average costs for FY 2002-03 was \$4.29 per day for Community Corrections. The average cost for incarceration in jail was \$44.76 per day and \$49.56 per day in state prisons. Felony offenders assigned to Community Corrections also pay supervision and community corrections fees to defray the cost of the program.

The population in Community Corrections programs as of June 30, 2003 was 5,777. A successful release (or termination) from Community Corrections is defined as: completing the probation term to which the individual was sentenced or “graduating” to regular BOPP probation supervision. Every month the successful releases made 12 months previously are tracked to see whether the individual has had a new conviction entered in TOMIS (Tennessee Offender Management Information System). The average number of those found with such new convictions was less than 6% of those who had been released for 12 months as of each month in FY 2002-03.

There are twenty such programs operating in Tennessee, six non-profit agencies, six Human Resources agencies, and eight county programs. Among the twenty programs, there are three residential programs (two housing males and one housing females) and three “day reporting” centers. State legislation passed in 1998 moved the administration of the Community Corrections grant programs to the newly created Board of Probation and Parole, effective July 1, 1999.

The Community Corrections Grant Programs are varied statewide and designed to serve the needs of the local communities and judicial districts. There are local advisory boards that approve policies and procedures that these programs must meet the minimum State standards and rules. The boards are made up of law enforcement staff, criminal court judges, public defenders, district attorneys, sheriffs, and other interested citizens.



PROGRESSIVE INTERVENTION (ADMINISTRATIVE CASE REVIEW COMMITTEE)

The progressive intervention process is dedicated to improving public safety by providing community alternatives to offenders who commit minor violations of parole or probation conditions. The administrative case review committee (ACRC) reviews each offender situation individually to determine an appropriate course of action as well as any sanctions that should be imposed. Sanctions include, but are not limited to, increased supervision contacts, selected program participation (drug and alcohol treatment, anger management classes, employment assistance, etc), electronic monitoring, or community service.

Thus the cost of incarcerating each offender, who participates and responds positively to the program and its sanctions, is avoided. During FY 2002-03, ACRC successfully diverted 1157 offenders by means of this program. This represents an incarceration-cost-avoidance that exceeds \$19,000,000.

FY 2002-03 PROGRESSIVE INTERVENTION (ACRC) COST AVOIDANCE ANALYSIS		
Offenders referred to the program		1,625
Offenders successfully completed the program		1,157
Offenders revoked		386
COST AVOIDANCE RESULTING FROM THE PROGRESSIVE INTERVENTION PROGRAM ASSUMPTIONS		
60% of offenders come from TDOC prisons		= 1,157 X 60% =694
40% of offenders come from local jails		= 1,157 X 40% =463
TDOC cost to house an inmate		= \$49.56 per day
Local jail cost to house an inmate		= \$44.76 per day
Cost of probation/parole supervision		= \$2.61 per day
ANNUAL COST AVOIDANCE CALCULATIONS		
TDOC Inmate Housing Cost	= 694 inmates X \$49.56 per day X 365	= \$12,554,043
Jail Inmate Housing Cost	= 463 inmates X \$44.76 per day X 365	= \$ 7,564,216
TOTAL		= \$20,118,259
Probation/Parole Supervision Cost	= 1157 offenders X \$2.61 per day X 365	= \$ 1,102,216
TOTAL Annual Cost Avoidance (Inmate Housing Costs minus Supervision Costs)		= \$19,016,043



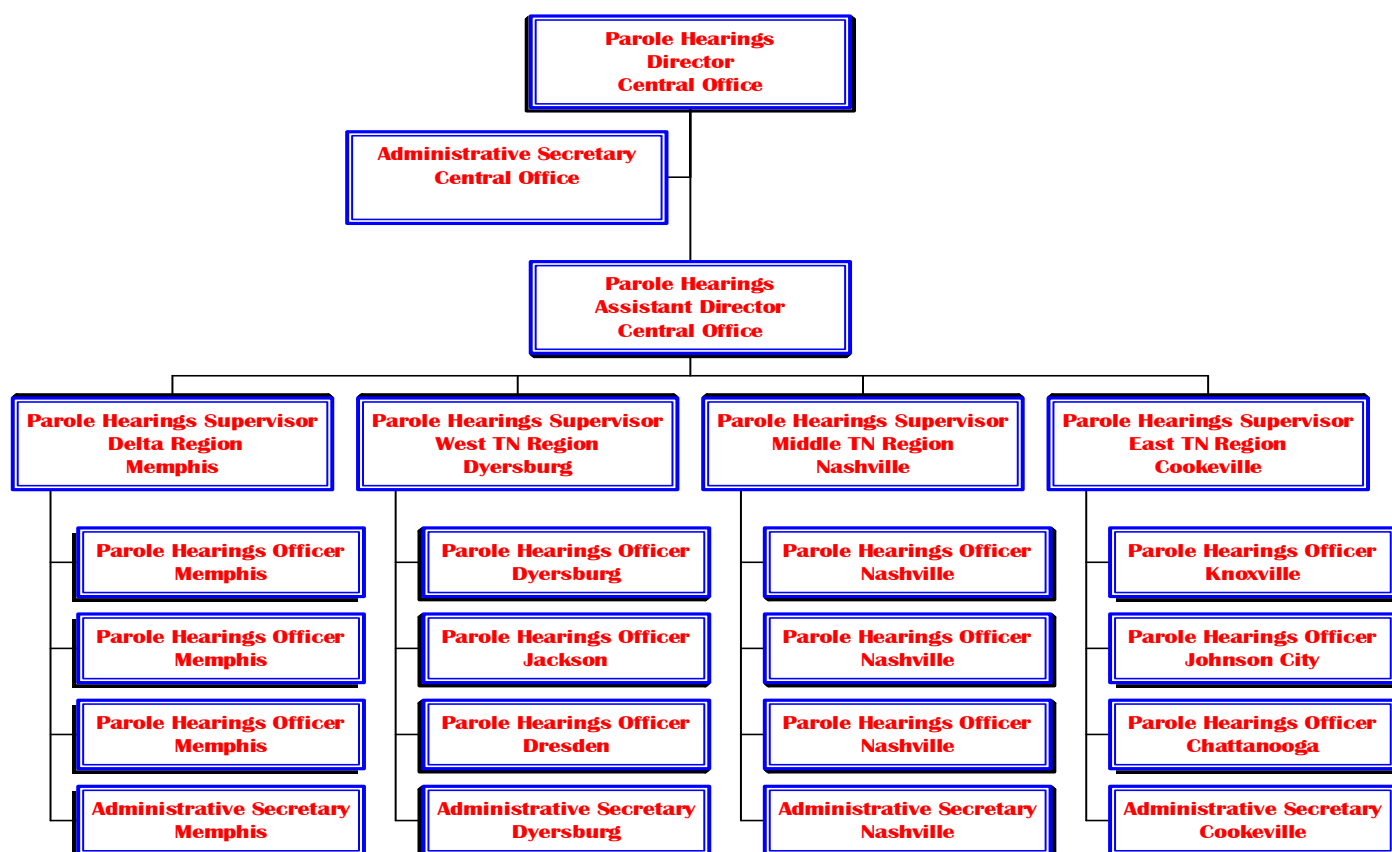
**SUPPORT
STAFF**

ORGANIZATIONAL STRUCTURE AND FUNCTIONAL RESPONSIBILITY

The organizational structure of the Parole Hearings Officer Division consists of a Central Office component and four (4) Parole Hearings Regions. The Parole Hearings Director, assisted by the Parole Hearings Assistant Director, has statewide responsibility for the operation, efficiency and effectiveness of the Division. Each of the four Parole Hearings Regions is under the direct supervision of a Parole Hearings Regional Supervisor who functions in the dual capacity of supervisor and Hearings Officer. Administrative support is provided by an Administrative Secretary assigned to each region.

Parole Hearings Officers function as an extension of the Board in the parole hearing process. In accordance with Tennessee Code Annotated 40-28-105(D) (2), Parole Hearings Officers are appointed by the Chair of the Board of Probation and Parole to conduct parole hearings and make non-binding recommendations for review by Members.

Parole Hearings Officer Division Organizational Chart



Pursuant to statute, parole hearings are conducted in local jails, Department of Correction institutions, and other locations within the State for all eligible offenders who come under the purview of the Board. Courtesy parole hearings are conducted for other states upon request. Parole Hearings Officers conduct hearings in the following categories:

Parole Grant Hearings
Time Setting Hearings
Preliminary Parole Revocation Hearings
Appeal Hearings

Pre-Parole Rescission Hearings
Post-Parole Rescission Hearings
Parole Revocation Hearings

Offenders and interested parties receive advance notification of the date, time and location of the parole hearing. Subject to physical limitations and security restrictions at the facility or institution, parole hearings are open to the public. The offender appears before the Parole Hearings Officer on the date of the hearing, unless an official waiver of appearance has been submitted and accepted.

Interested parties, whether in support or opposition of the offender, who are not able to attend the hearing may submit written statements in advance of the hearing for inclusion in the offender's file. All such statements will be reviewed and given proper consideration at the hearing.

CRITICAL ELEMENTS IMPACTING PAROLE HEARING RECOMMENDATIONS

To arrive at a parole hearing recommendation the offender's Board of Probation & Parole and institutional files are reviewed as well as other essential information that may impact the outcome of the hearing. This information may include but is not limited to:

- Recommendations and statements from institutional staff, family members and members of the community in support or opposition
- Testimony of interested parties who are in support or opposition
- Proposed release plan and information provided by the offender
- Offender views on how he or she will be successful on parole supervision
- Social and criminal history
- Prior supervision history in the criminal justice system
- Circumstances of the current offense(s)
- Institutional record and program participation
- Evidence and testimony pertaining to parole revocation
- Other information deemed relevant to the hearing

In addition to the information referenced above, Parole Hearings Officers utilize several advisory instruments in the parole hearing process. The risk assessment instrument is used as one means of assessing the risk level of offenders being considered for release. Other advisory instruments used include the Board's guidelines for release and revocation guidelines. These instruments, although advisory, are critical to maintaining consistency and credibility in making recommendations.

PROCESS FOR REVIEWING HEARINGS OFFICER RECOMMENDATIONS

Parole Hearings Officers submit parole hearing files and non-binding hearing recommendations to Board Members. Final parole hearing decisions are exclusively under the purview and actions of Board Members. Board Members review all recommendations made by the Hearings Officers and may adopt, modify, or reject the recommendation. Pursuant to statute, three concurring votes by Board Members constitutes a final parole decision for some offense convictions. Four concurring votes are required for most violent offense convictions. Two concurring votes are required to revoke parole.

COLLATERAL HEARING ASSIGNMENTS

In some instances, after an offender has been released to parole supervision, the Board has cause to review the current status of an offender to determine if the conditions of parole should be amended. When directed by the Board, Parole Hearings Officers conduct administrative hearings and meetings with the offender and the assigned Officer to gather information on the offender's status that will assist the Board in determining if the conditions of parole should be amended.

PAROLE HEARING APPEAL PROCESS

Tennessee Code Annotated 40-28-105 (D) (11) mandates an appellate review process for offenders, whose parole has been denied, revoked or rescinded, and establishes the criteria for appellate reviews. Responsibility for the appeal review process is assigned to the Parole Hearings Officer Division. The process is critical to maintaining correctness and fundamental fairness in hearing procedures. Appellate reviews may be granted for any of the following reasons:

- Significant new information that was not available at the time of the hearing
- Misconduct by the "Hearings Official" (a term that includes Hearings Officers and Board Members)
- Significant procedural error(s) by the Hearings Official

Appeal requests must be submitted no later than 45 days after the offender receives notification of the Board's final parole decision. If the Board directs that an appeal hearing should be held about the matter, the hearing will be scheduled on the next available docket and the decision made as a result of that hearing is final.

The Parole Hearings Officer Division central office staff employs a three-tier process to review appeals. Appeals that meet the above criteria are forwarded to Board Members for review and final instructions about the matter. During FY 2002-03, appeals that were reviewed and subsequently forwarded to the Board for further review, resulted in twelve appeal hearings being granted and those were conducted by Hearings Officers.

REGIONAL AREA OF RESPONSIBILITY FY 2002-03

EAST TENNESSEE

County Jails and Local Detention Facilities

Anderson	Bledsoe	Blount	Bradley	Campbell	Carter	Claiborne	Clay
Cocke	Coffee	Cumberland	Dekalb	Fentress	Franklin	Greene	Grainger
Grundy	Hamblen	Hamilton	Hancock	Hawkins	Jackson	Jefferson	Johnson
Knox	Lincoln	Loudon	McMinn	Marion	Meigs	Monroe	Morgan
Moore	Overton	Pickett	Polk	Putnam	Rhea	Roane	Scott
Sequatchie	Sevier	Smith	Sullivan	Unicoi	Union	Warren	Washington
White	VanBuren						

BMCX

Brushy Mountain Correctional Complex
[BMSP & MCRC]

STSRCF

Southeastern Tennessee State
Regional Correctional Facility

SILVERDALE

Hamilton County Workhouse

NECX

Northeast Correctional Complex
[CCWC & NECC]

47C

Knox County Penal Farm

JCCJ

Johnson City County Jail

MIDDLE TENNESSEE

County Jails and Local Detention Facilities

Bedford	Cannon	Cheatham	Davidson	Dickson	Giles	Hickman	Lawrence	Lewis
Macon	Marshall	Maury	Montgomery	Robertson	Rutherford	Sumner	Trousdale	Williams on
Wilson								

METRO DAVIDSON CO

Metro CJC (19A)
Metro CCA (19C)
Metro CWC (19D)

MTCX

Middle TN Corr. Complex
(MTRC & NCSC)

RMSI

Riverbend Maximum Security
Facility

TPFW

TN Prison for Women

75A

Rutherford County Workhouse

SPND

Lois M. DeBerry Special Needs

TCIP

Turney Center Industrial Prison

WEST TENNESSEE

County Jails and Local Detention Facilities

Benton	Carroll	Chester	Crockett	Decatur	Dyer	Fayette
Gibson	Hardeman	Hardin	Haywood	Henderson	Henry	Houston
Humphreys	Lake	Lauderdale	Madison	McNairy	Obion	Perry
Stewart	Tipton	Wayne	Weakley			

SCCF

South Central Correctional Center Facility

WTSP

West Tennessee State Penitentiary

WANX

Wayne County Technical Complex

NWCX

Northwest Correctional Complex
(LCRC & NWCC)

Delta

County Jails and Local Detention Facilities

Shelby

HCCF

Hardeman County Correctional. Center

MLRC

Mark H. Luttrell Reception Center

SCCC

Shelby County Correctional. Center

WCFA

CCA/Whiteville

79A

Shelby County Criminal Justice Center

79B

Shelby County Correctional Center Jail East

RESOURCE REALIGNMENT

FY 2002-03 presented both challenges and opportunities for the Parole Hearings Officer Division. The greatest challenge was compensating for the absence of a Hearings Officer in the East Tennessee Region due to military service. It was necessary to reassign hearing responsibilities on an interim basis to other regions in order to meet demands for hearings in East Tennessee. Staff rallied and responded diligently to this challenge. Two unplanned position vacancies presented the opportunity to permanently realign limited personnel resources within the Parole Hearings Officer Division to provide a more equitable workload between the four Parole Hearings Regions. While

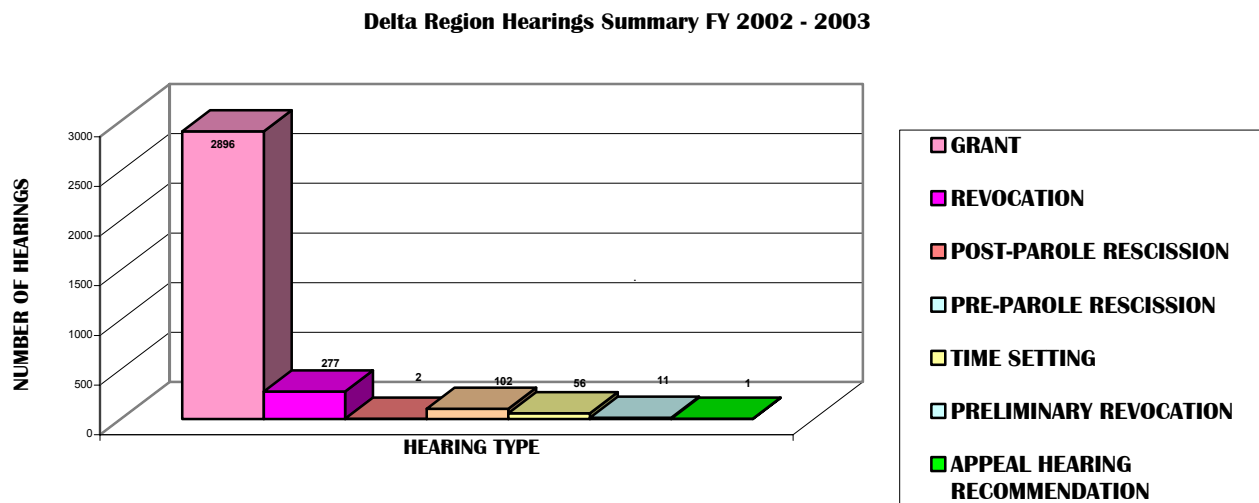
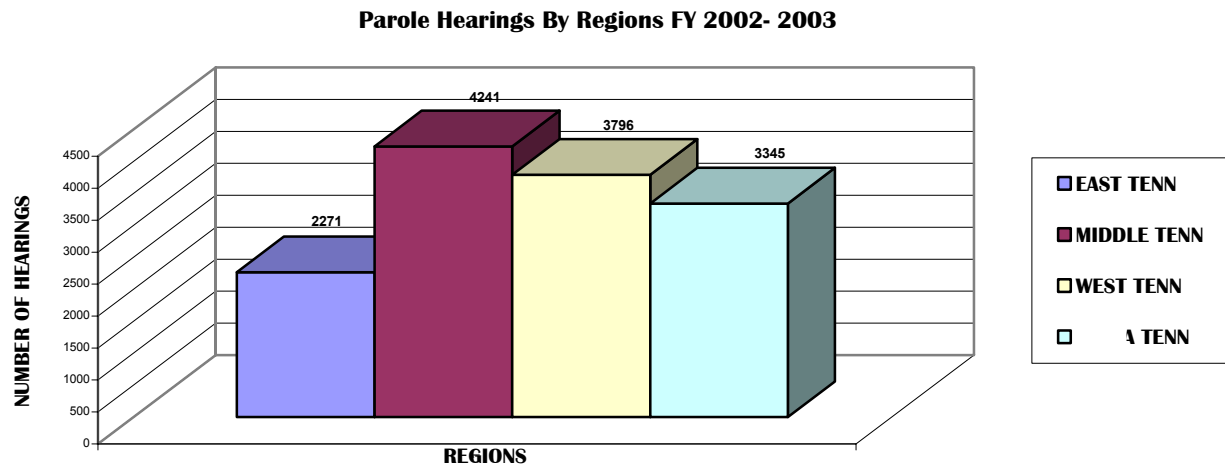
this action had no adverse impact on staff, it immediately provided greater strategic balance and the ability to respond more efficiently to current and projected hearing demands throughout the state.

PAROLE HEARINGS ADVISORY COMMITTEE

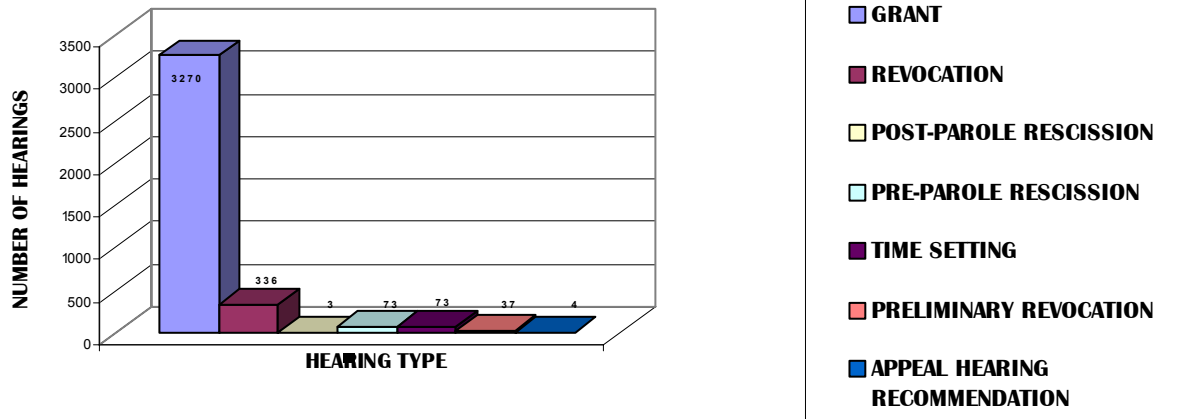
Implemented in FY 1997-98, the committee consists of line staff representatives from each of the four Parole Hearings Officer Regions. The committee’s strategic objective is to provide recommendations that will enhance and sustain quality, efficiency and safety in the parole hearing process.

AUTOMATION

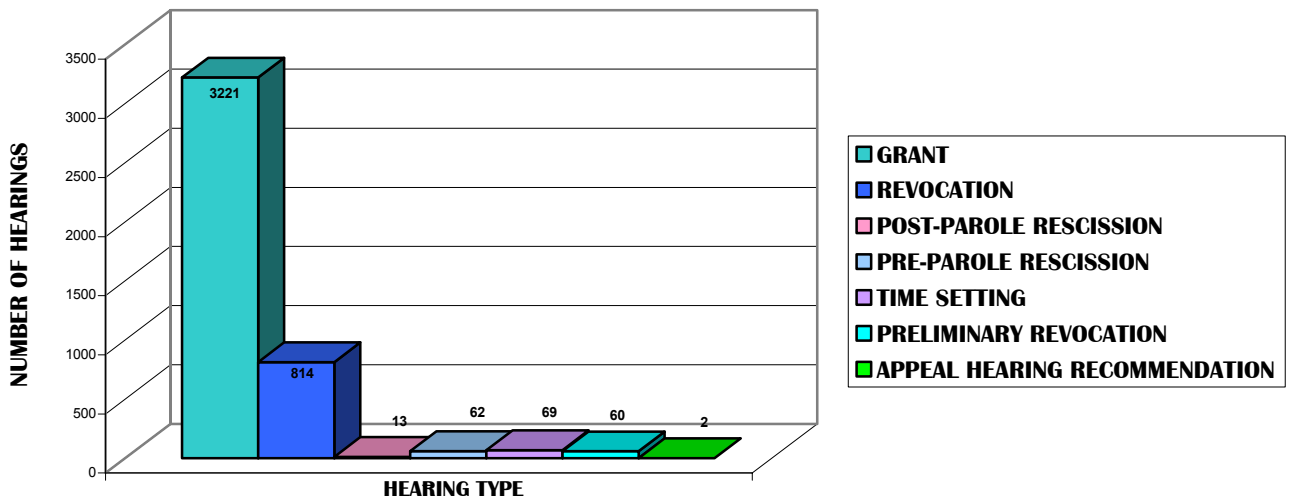
A major objective of the division is to achieve automation of the parole hearings process. Some processes were automated in FY 2002-03. This objective is a component of the Strategic Plan and automation will continue in increments until completed. The end results will be a more efficient parole hearings process for the Parole Hearings Officer Division, as well as for the Board Members. It will also benefit other divisions and staff involved in this process.



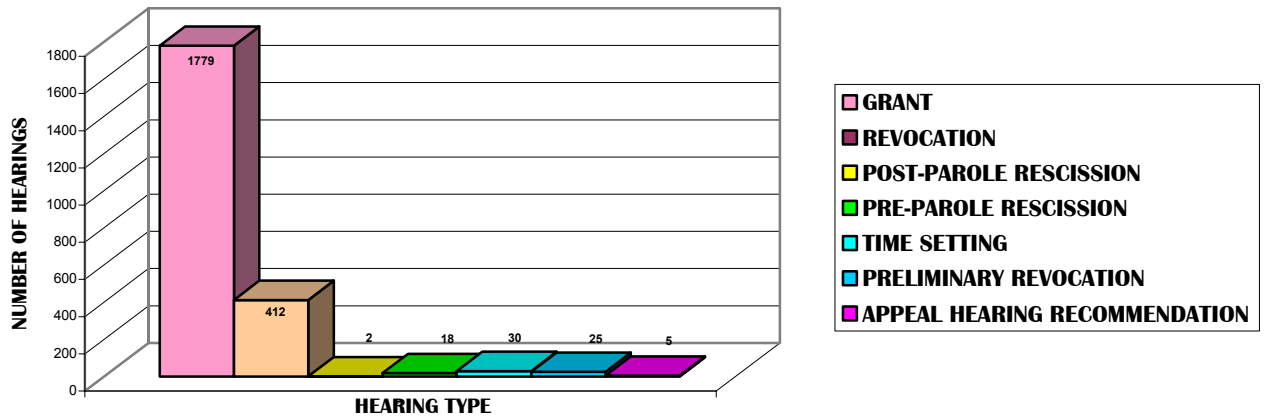
West Tennessee Region Hearings Summary FY 2002 - 2003



Middle Tennessee Region Hearings Summary FY 2002 - 2003



East Tennessee Region Summary FY 2002-2003



Board Operations Division



BOARD OPERATIONS STAFF



The Division of Board Operations is responsible for scheduling timely parole hearings, providing information and materials needed for the Board to make parole decisions, issuing parole and determinate release certificates, maintaining Board offender files, providing victim liaison services, requesting psychological evaluations, and processing executive clemency applications.

DOCKET SECTION

Upon certification of parole eligibility by the Tennessee Department of Correction (TDOC), the docket section is responsible for preparing dockets for parole hearings held throughout the State at TDOC institutions and county jails. Preparation of a parole hearing docket includes: creating and maintaining a Board file for each offender being considered, requesting any necessary reports or information needed by the Board in making their decision, and sending hearing notifications to all “interested parties” designated by statute. After the Board makes a parole decision, the docket section processes the final disposition of each case and notifies any “interested party” of the final decision. There were 12,335 parole hearings docketed FY 2002-03. (This number does not include parole revocation cases, which are docketed by the Parole Hearings Officer Division).

CERTIFICATE SECTION

The certificate section prepares and issues parole certificates and probation determinate release certificates. Parole Certificates are issued to an offender after he or she has been granted parole and is being released to parole supervision in the community. The parole certificate sets out the offender’s rules for supervision and any special conditions imposed by the Board. Each offender must have an approved release plan prior to the certificate being issued. Interested parties are notified, as required by statute, of an offender’s release on parole. There were 2,909 parole certificates issued FY 2002-03.

Probation Determinate Release Certificates are issued to offenders with sentences of two years or less who have been certified eligible, according to statutory guidelines, for release to probation by the Tennessee Department of Corrections. The staff notifies interested parties as required about the offender’s release on probation. There were 3,892 probation determinate release certificates issued FY 2002-03.

File Room

This section is responsible for managing, maintaining and tracking the Board offender files used in the parole hearings process. These files are created and updated as material is received pertaining to each individual offender. Hearings Officials rely on the information contained in the file to aid in their decision making for parole release. Files are also subpoenaed by the Courts, retrieved for use by agency staff and reviewed by offenders and others. The file room staff also manages and maintains audio and videotapes of parole hearings. FY 2002-03 the file room section managed and maintained 47,240 offender files, 3,835 audio hearing tapes and 23 videotapes.

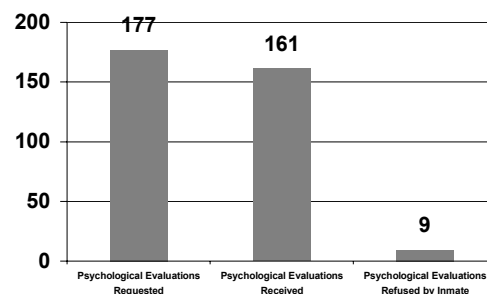
Executive Clemency

Only the Governor can exercise clemency power, including commutation, pardon and exoneration. The Board, upon the Governor’s request, considers and makes non-binding recommendations concerning requests for clemency. These requests must comply with the *Governor's Executive Clemency Criteria*. The Board Operations section that is responsible for processing all applications for commutation, pardon and exoneration, does so in accordance with the Governor’s criteria. During FY 2002-03 there were 299 clemency applications received and processed.

Psychological Evaluations

One technician is responsible for requesting, tracking and receiving psychological evaluations, of inmates for parole hearings, from the Tennessee Department of Correction and outside vendors.

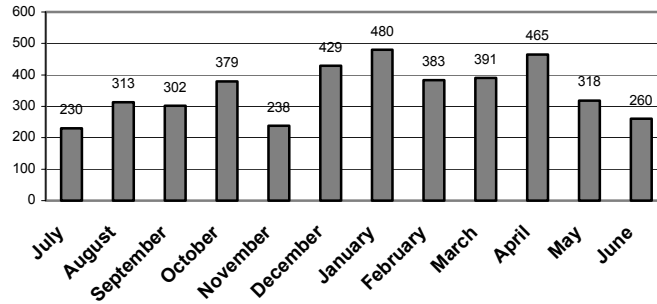
Psychological Evaluations FY 2002 - 2003



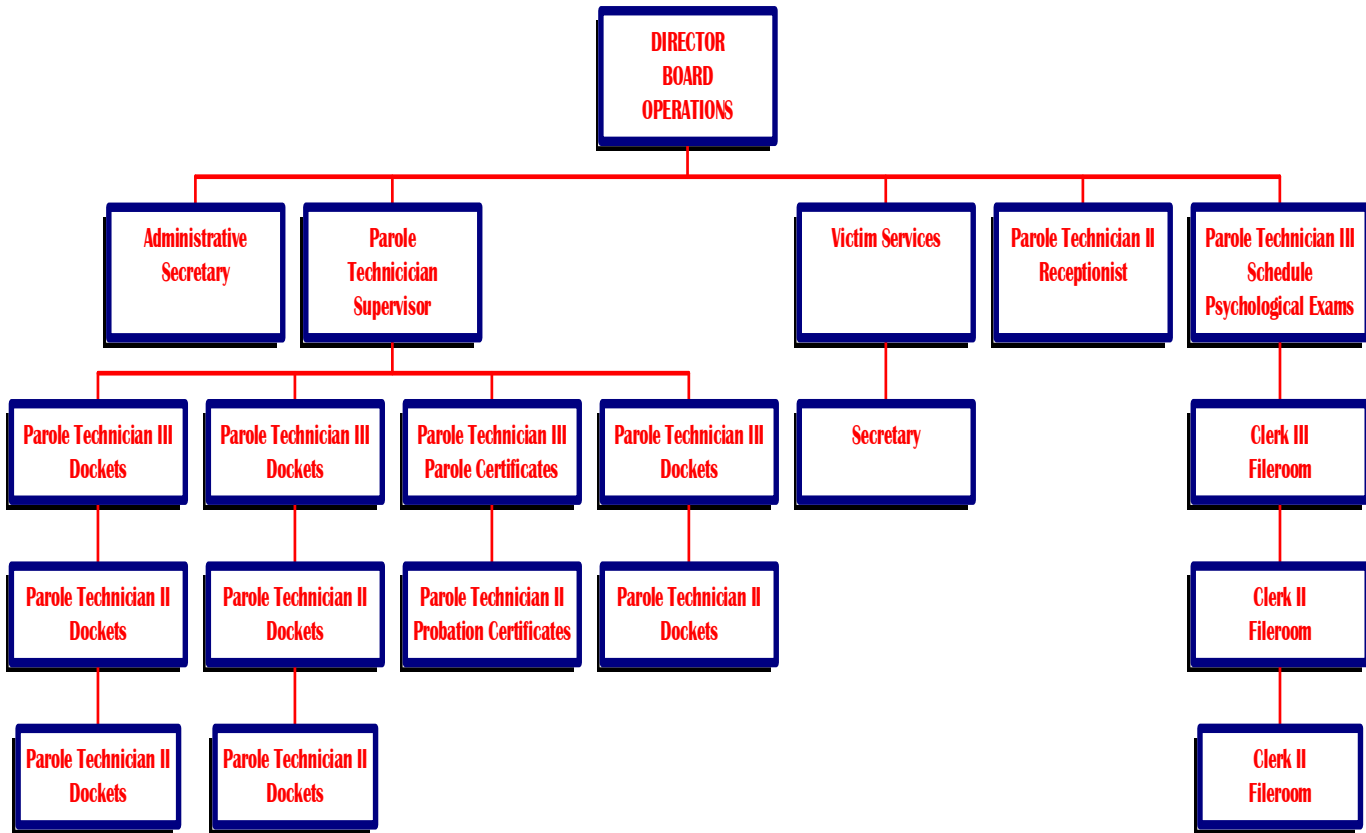
VICTIM SERVICES

The Victim Services section acts as liaison for the Board with victims of crime, their family members and any other parties interested in the parole process. A managing Victim Liaison and a support person are located in central office; thirteen Victim Liaisons are located in probation and parole field offices throughout the state. They assist victims, the family members of victims, and interested parties in understanding and navigating the parole process. During FY 2002-03 the Victim Liaisons had 13,987 contacts from victim’s, family members and interested parties.

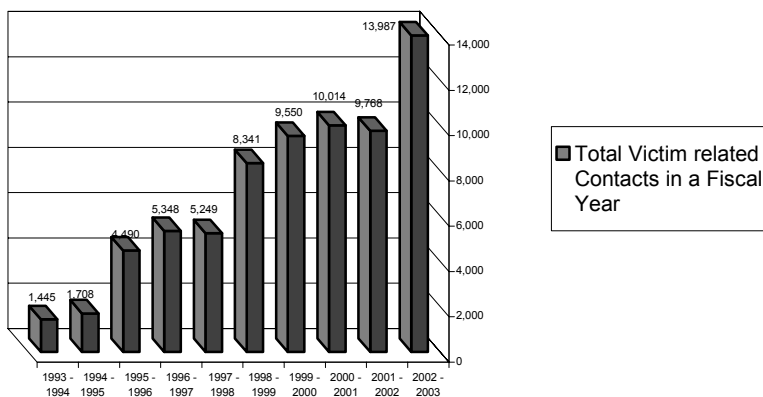
**Board Operations Division Inquiries Statistics FY
2002 - 2003**



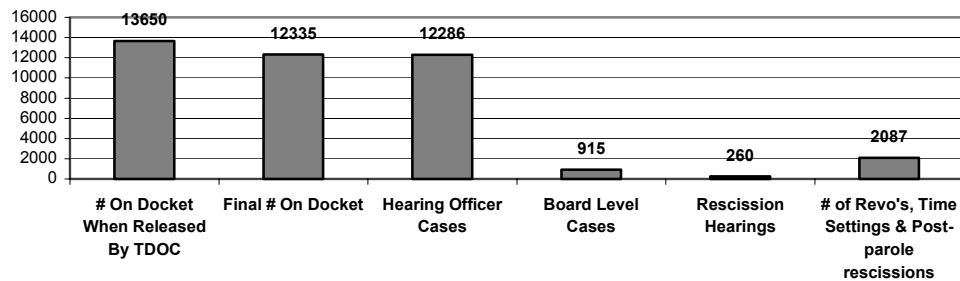
BOARD OPERATIONS ORGANIZATIONAL CHART



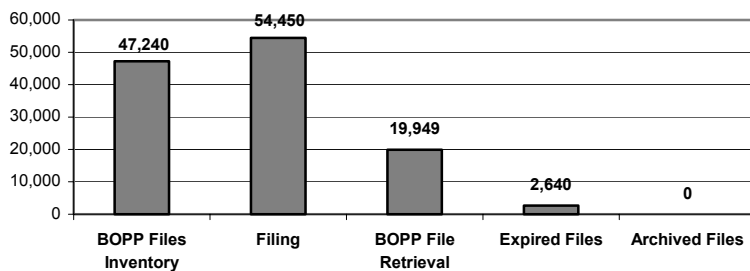
Victim Services Contacts 1993 - 2003



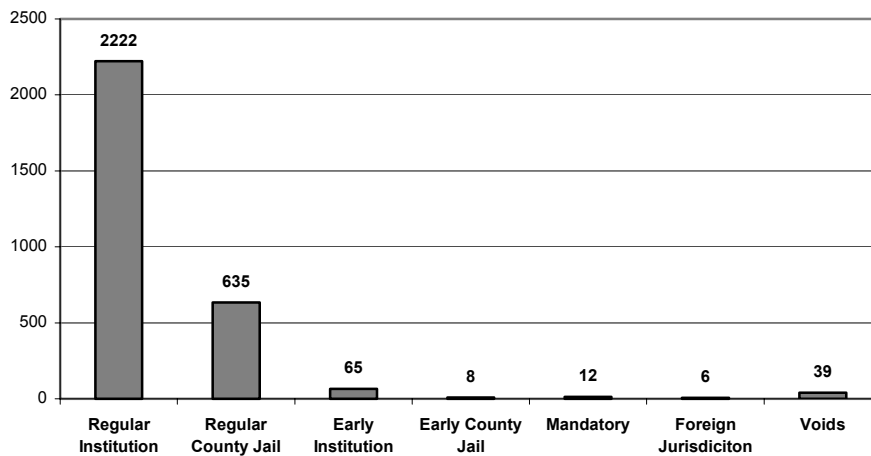
Docket Statistics FY 2002 - 2003



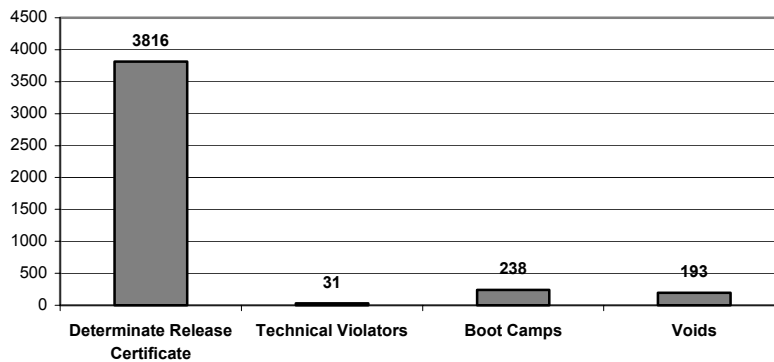
File Room Statistics FY 2002 - 2003



Parole Certificates Issued FY 2002 - 2003



Determinate Release Certificates Issued FY 2002 - 2003





HUMAN RESOURCES STAFF



FISCAL STAFF

Human Resources Division

The Division of Human Resources (HR) is dedicated to providing a broad base of support services to all employees of the Agency. The Human Resources staff consists of:

Personnel Director
(Two) Personnel Analyst 2
Administrative Assistant 1

Personnel Manager 1
(Two) Personnel Technician 3
Personnel Technician 2

Human Resources prepares and implements an *Affirmative Action Plan* for the Board of Probation and Parole to achieve goals of equal employment opportunity for all. HR staff communicates with BOPP employees, other State agency employees, and the public regarding appointment, promotional and other recruitment procedures, civil service, job specifications, and applications. Employee Relations is a major responsibility of the HR Division. The staff is committed to providing guidance and answers to employee concerns, and in resolving problems and issues that could affect the employee's performance of duties.

The HR staff provides advice and assistance to agency employees on all human resource matters and administers, monitors and processes employee benefit programs of sick leave bank, Family Medical Leave Act, donated leave, workers compensation, employee assistance, American Disabilities Act compliance, insurance, regular and disability retirement and performance evaluation.

Other services provided, and operational functions of Human Resources, are: payroll processing, to include payroll supplemental actions, bankruptcies, tax levies, garnishments, miscellaneous benefit deductions, civil service, personnel transactions, leave and attendance, data capture hierarchy, direct deposit, disciplinary, grievance, accurate compensation, classification/compensation, equity report, staffing maintenance of 966 positions, vacancy report, position justifications, Human Rights and EEOC issues.

HR updates and maintains manuals of regulations of Department of Personnel Policies and Procedures, Civil Service Laws, Leave and Attendance Rules, Affirmative Action Guidelines, Performance Evaluation, Finance and Administration Payroll Policies and Procedures, Federal Guidelines of ADA and FMLA, Retirement, Certification, and Insurance Administration Policies and Procedures to ensure conformance of policies, rules and regulations.

HR compiles and maintains logs on new hires, terminations, promotions, grievances, disciplinary, and written warnings as a support tool for agency statistics.

FY 2002-03 BOPP Personnel Actions

Promotions
52

New Hires
109

Separations
83

Planned future accomplishments of the Human Resources Division include:

- ☐ Development of an *Employee Handbook*
- ☐ In-Processor manual
- ☐ NCIC record maintenance
- ☐ Imaging of personnel and other pertinent files
- ☐ Reduction of overdue Performance Evaluations
- ☐ Reduction of Leave and Attendance audit errors
- ☐ Training of designated agency employees on personnel, payroll, civil service, in-processing, and other related subjects

Fiscal Services Division

Fiscal Services' mission is to provide quality services for the Board of Probation and Parole. The division's goals are to ensure compliance with governmental accounting standards, and adherence to the rules and regulations set forth by the Comptroller of the Treasury and the Department of Finance and Administration. Fiscal assists agency staff in all areas of fiscal management. These include making and reporting financial transactions, purchasing, records management, communications, property management, and inventory control. Thirteen staff members comprise the four units within Fiscal Services. The units are Accounts Payables, Contract and Revenue; Purchasing and Records Management; and Facility and Property Management. During FY 2002-03 Fiscal Services processed:

- 1,218 purchase orders for equipment, supplies and professional services;
- 7,574 employee travel claims;
- 178 printing request for forms, envelopes and other documents;
- 164 communications request for services (RFS) for telephone system design, cellular telephones, wiring, additions, relocations, conference equipment, etc.;
- 40,373 fee payments;
- and distributed \$9,377,194 through direct appropriations and twenty Community Corrections contracts.

Board of Probation and Parole Financial Report – Expenditures FY 2002-03	
Regular Salaries	\$27,625,528.00
Benefits and Longevity	\$9,079,699.00
TOTAL PERSONAL SERVICES AND BENEFITS	\$36,705,227.00
Travel	\$948,568.00
Printing, Duplicating and Services	\$174,484.00
Utilities & Fuel	\$131.00
Communications	\$257,233.00
Maintenance, Repairs and Service	\$57,311.00
Professional Services/Third Parties	\$9,671,489.00
Supplies and Materials	\$913,605.00
Rentals and Insurance	\$3,782,256.00
Awards and Indemnities	\$1,168.00
Training	\$67,877.00
Unclassified	\$2,345.00
Interdepartmental	\$2,656,294.00
Total Other Expenditures	\$18,532,761.00
TOTAL EXPENDITURES	\$55,237,988.00
FUNDING SOURCES	
State Appropriation	\$55,088,477.00
Current Services (includes Diversion Fund revenues)	\$143,159.00
Interdepartmental	\$6,352.00
SUPERVISION AND REHABILITATION FUND COLLECTION	
Parole	\$700,193.00
Probation	\$2,800,774.00



STAFF



Information Systems Division

The mission of the Information Systems Division is to provide a reliable and cost effective information technology environment which will have a positive impact in assisting the Agency in meeting or exceeding its goals. The vision of the division is to provide timely and effective technical services to the Agency by continuously improving the management of information system resources.

The Information Systems Division currently provides the following services:

- Systems and Application Development
- End User Technical Support
- IT Training and Help Desk Services
- Coordinated Network Services

INFORMATION TECHNOLOGY ACHIEVEMENTS

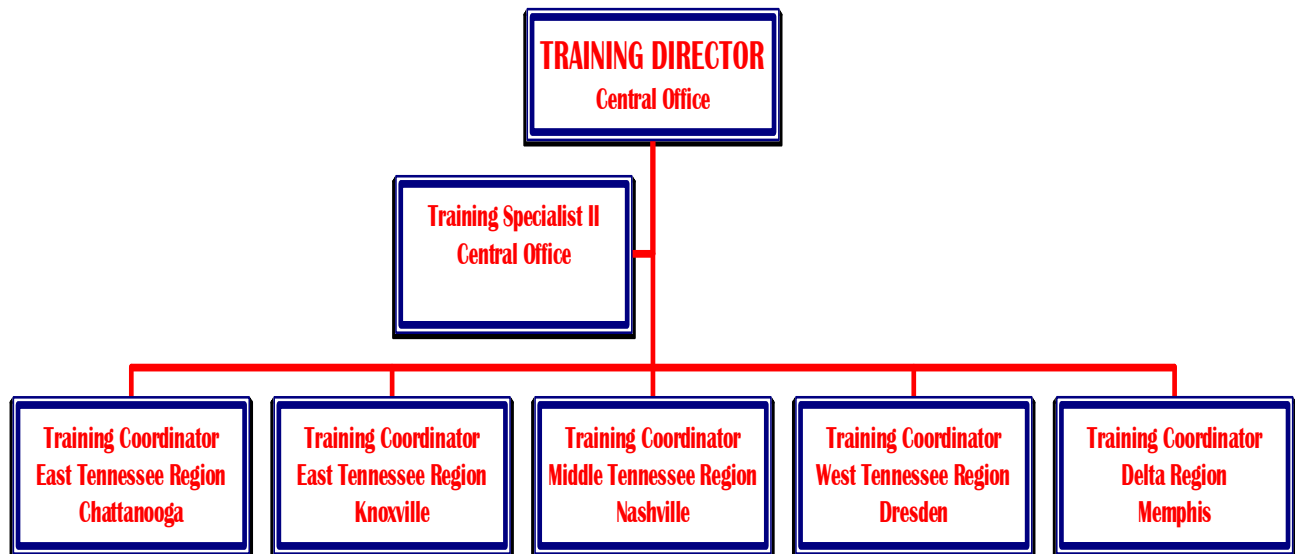
The major achievements completed during the past year are:

- Completed the Field Network Project (AF29C). This project provides the necessary infrastructure to support the information systems needs of the Agency by providing Local Area Network (LAN) and Wide Area Network (WAN) connectivity to all field offices.
- Completed BOPP's portion of the state's Private Network Addressing Project, i.e., the migration to TNII.
- Collaborated with the Tennessee Department of Correction (TDOC) to create the Tennessee Felony Offender Information On-line (FOIL) world-wide-web application. FOIL allows the public to check on felony offender status over the Internet.
- Completed Phase I of the Board Operations Automation Project. Phase I includes the automation of Board Action Sheets, Parole Hearing Notifications, Parole Decision Notifications and Parole Eligibility Reports.
- Redesigned the Agency Web Site to adhere to the Governor's Web Publishing Policy.
- Improved the Training, Inventory and Determinant Release Certificate Applications by streamlining the data entry methods.
- Installed the Training Application onto PC's at four remote BOPP offices, which allows for timely information on class attendance and results in significant timesavings for the Training Division staff.
- Implemented a statewide and 'digital' Offender ID Card program. Most offices now have digital cameras, color printers and a Microsoft Access software program allowing ID card generation and printing.
- Completed the hardware upgrade project (with over 100 new PC's) for Chattanooga, Knoxville, Johnson City, Blountville and Cookeville offices ensuring that all PC's have at least 500 MHz clock speeds as well as Microsoft NT or 2000 operating systems.
- Reduced BOPP use of leased equipment, from the Office of Information Resources (OIR), and 1174 Type Node billing by more than 50% with immediate plans to eliminate this cost all together. The change will result in an annualized savings of approximately \$96,000.
- Worked with OIR to complete a major reconstruction of the "TOMIS* Standards Compliance Summary By Staff" report to assist field services managers and staff.
- Worked with TDOC to redesign the TOMIS PSI (pre and post-sentence investigation) system, beginning production and training Agency staff in its use.

*Tennessee Offender Management Information System

Training Division

The Training Division's mission is to develop and implement a Training Plan for employees of the Board of Probation and Parole at regional level that will ensure adherence to policy and give staff the knowledge and techniques to effectively supervise and manage adult offenders considering the cost to taxpayers.



The vision of the Training Division is to advance public and staff safety by developing and implementing a training program that will:

- ◆ Be cost effective for the taxpayers.
- ◆ Be accomplished at the regional level.
- ◆ Assist in developing procedures to train staff and monitor all such programs and procedures for effectiveness.
- ◆ Instruct all employees in the statutory and policy requirements to fulfill the mission of the Board of Probation and Parole.
- ◆ Seek the input of line staff as well as supervisors in training issues.
- ◆ Aid staff in personal and professional development.

It is the responsibility of the training division to develop and implement a training plan at a regional level that will ensure adherence to policy and give staff knowledge and techniques to effectively perform their assigned job task.

The Board provides each employee with training that supports and improves job performance. Each new full-time employee participates in forty hours of pre-service orientation. Also, full-time employees thereafter receive annual training: forty hours for specialized staff and sixteen hours for support staff. New emergency or interim employees, volunteers, and student interns who work less than thirty-seven and a half hours per week receive training appropriate to their assignments. Volunteers and students working the same schedule as full-time, paid staff are given the same training as staff. The number of training hours required is a minimum. Additional hours may be given.

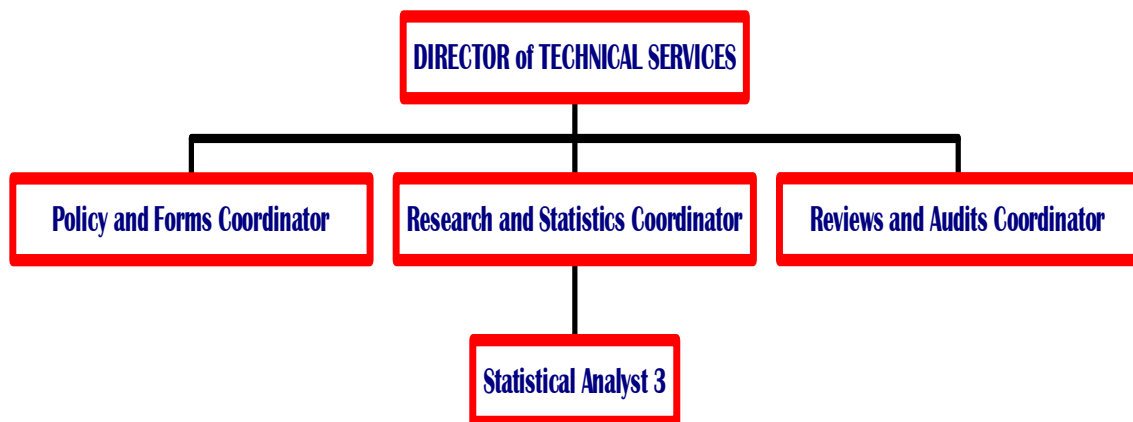
Training Division FY 2002-03 Activities	
Total staff trained	906
Total staff trained at the Tennessee Correction Academy (Pre-Service)	70
Total training hours	33,163.75

Technical Services Division

FY 2002-03 ACTIVITIES	
Administrative policies and procedures revised or developed and approved by the Board	51
Forms designed and approved, in compliance with state regulations, combining probation and parole forms, and standardizing forms for future automation	36
Required Annual Review of Office Procedures in Field Services Regional locations	15
Required Annual Review of Office Procedures in divisions or units in Central Office	6
Development or revision of review and audit instruments	8
Written reports of reviews and audit findings	30
Required Community Corrections audits completed	8
Requests from outside BOPP for detailed data and information about the agency and it's work	14
Special reports requested for statistical data	50
Standard statistical reports produced each month	26



TECHNICAL SERVICES STAFF



The Technical Services division, located in Central Office, is staffed by five positions and provides specialized support to all agency divisions, helping them analyze data and obtain needed information. Skilled assistance is provided managers and their respective staffs to:

- ◆ Develop policy drafts for the Board's consideration, and forms for all divisions
- ◆ Assess the impact of applicable national standards
- ◆ Coordinate or plan and complete minor and major surveys, research and statistical reports
- ◆ Plan and conduct required or needed audits and assessments
- ◆ Develop and implement program evaluations
- ◆ Construct and utilize performance measures
- ◆ Revise, minimize or develop essential reporting, record keeping, forms usage, communication processes, and other management tools, and participate effectively in strategic planning.

Other responsibilities include responding to numerous information requests from the public, the Governor's Office, the General Assembly and many governmental agencies, local, state and federal.

2002-03 INCIDENT REPORTS SUMMARY CHART PREPARED BY TECHNICAL SERVICES

*employee

Region	Date	Location	Class A	Class B	*	Explanation
Delta	01/14/03	Memphis	Threat		X	Officer Threatened By Offender
Delta	01/27/03	Memphis		Office Disruption		Office Building Pipes Burst
Delta	02/10/03	Memphis		Criminal Act	X	Car Theft - BOPP Badge included
Delta	05/20/03	Memphis		Office Disruption		Crump - Power Problems
Delta	06/02/03	Memphis		Other	X	Chemical In Staff Cubicle
Delta	06/12/03	Memphis		Criminal Act		Laptop Missing From Inventory
Delta	07/29/02	Memphis	Threat			Threat By Probationer's Wife
Delta	08/05/02	Memphis		Other	X	Manager 1 Physical Injury
Delta	08/08/02	Memphis		Other		Offender Medical Emergency
Delta	08/15/02	Memphis		Other	X	Secretary Injured In Break Room
Delta	08/23/02	Memphis		Other		Theft Of State Cell Phone
Delta	09/03/02	Memphis	Unnatural Death			Offender Death
Delta	12/18/02	Memphis		Office Disruption		Fire Alarm
Delta Count						14
East	02/18/03	Blountville		Natural Death		Offender Death
East	09/27/02	Blountville		Other	X	Accident In State Car
East	11/15/02	Blountville		Natural Death		Offender Death
East	12/05/02	Blountville		Other		Offender Seizure In Office
East	12/26/02	Blountville	Unnatural Death			Offender Murder
East	04/10/03	Chattanooga		Other		PC Stolen 2nd Fl Chattanooga
East	06/01/03	Chattanooga		Other	X	Lost Nextel Cell Phone.
East	10/07/02	Chattanooga	Media Attention			Media Attention
East	06/16/03	Cookeville	Criminal Act		X	Violation Warrant-Premises Search
East	01/02/03	Johnson City	Unnatural Death			Offender's Death
East	01/27/03	Johnson City		Other		Offender Transported To Mental Hosp.
East	06/03/03	Johnson City		Criminal Act	X	Car Theft Of Cell Phone
East	12/13/02	Johnson City		Other	X	Officer Injured Moving Office Furniture
East	01/28/03	Knoxville		Criminal Act		Wallet Stolen
East	02/20/03	Knoxville	Media Attention			Offender Charged W/ Robbery
East	06/06/03	Knoxville		Natural Death		Offender Death
East	06/14/03	Knoxville	Unnatural Death			Offender Death
East	06/25/03	Knoxville	Unnatural Death			Offender Death
East	07/23/02	Knoxville	Threat			Threat
East	08/13/02	Knoxville	Threat		X	Offender Threatened Officer
East	08/27/02	Knoxville	Unnatural Death			Offender Death
East	09/08/02	Knoxville	Unnatural Death			Offender Death
East	09/18/02	Knoxville	Media Attention			Offender
East	10/26/02	Knoxville	Criminal Act			Arrest Offender For Kidnapping
East	11/20/02	Knoxville	Criminal Act		X	Money Stolen From Staff Purse
East	09/01/02	Maryville		Other	X	Officer Off-Duty Injury
East	05/10/03	Morristown		Office Disruption		Office Burglary
East TN Count						27
Mid-TN	03/29/03	Clarksville	Criminal Act			Media Report Re: 2 Offenders
Mid-TN	04/29/03	Columbia		Some Public Risk		Offender Drug Results/Murder
Mid-TN	08/03/02	Columbia		Natural Death		Offender Death
Mid-TN	12/06/02	Columbia	Risk To Public		X	Supervisor, Threatened By Offender
Mid-TN	10/23/02	Johnson City		Other	X	Officer Injured Moving Furniture
Mid-TN	12/03/02	Nashville-P19d		Criminal Act	X	Break-In Attempt
Mid-TN	05/05/03	Nashville-P19r		Office Disruption		Water Damage Building
Mid-TN	05/07/03	Nashville-P19r		Office Disruption		Water Damage Building
Mid-TN	09/09/02	Nashville-P19r		Other		Computer Equipment Theft
Mid-TN	09/26/02	Nashville-P19r		Other	X	Officer Injured
Mid-TN	12/09/02	Nashville-P19r	Threat			ISC Offender
Mid-TN Count						11
West	05/05/03	Jackson		Office Disruption		Office Closed - Storm Damage.
West	06/19/03	Jackson	Criminal Act			Media Attention – Offender
West	08/11/02	Jackson	Criminal Act			Criminal Act
West	12/09/02	Jackson	Criminal Act			Offender Arrest [Domestic Assault]
West	05/12/03	Lexington		Office Disruption		GroupWise Down
West TN Count						5
Statewide Count		05/07/03	Statewide	Office Disruption		Storm Damage Statewide.
Grand Total of Counts Fy2002-03						58

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